

STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES



CONTINUOUS TESTING
PROMOTIONAL EXAMINATION FOR

KEEP CONTINUOUS
TESTING BULLETINS
POSTED AT ALL TIMES

ASSOCIATE PERSONNEL ANALYST
MONTHLY SALARY RANGE \$4400 - \$5348

THIS BULLETIN CANCELS AND SUPERSEDES THE ASSOCIATE PERSONNEL ANALYST BULLETIN WITH A RELEASE DATE OF JUNE 26, 2008 AND DECEMBER 18, 2008.

9MV02

FINAL FILE DATE January 12, 2009 and July 23, 2009. Mailed applications (STD. 678) must be postmarked no later than the final file date. Applications delivered in person must be placed in the **Examination Drop Box** by 5:00 p.m. on the **final filing date**. Applications received via interoffice mail after the final file date will not be accepted for this exam administration, but will be held for the next exam administration.

TESTING PERIOD The testing period for this classification is 12 months. After you have taken the examination, you may not test again for 12 months.

INTERVIEW DATES It is anticipated that interviews will be held in March/April 2009 and September/October 2009.

WHO MAY APPLY Applicants must have a permanent civil service appointment with the California Department of Motor Vehicles by the above listed final file date in order to take this examination or qualify as a Veteran under Government Code §18991. Under certain circumstances, former Department of Motor Vehicles' employees may be allowed to compete. See General Information on reverse side for additional information. **Person's applying using Veterans experience must submit their DD214 with their Examination Application (STD. 678).**

HOW TO APPLY Applications (STD. 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov.

Examination Applications (STD. 678) must be clearly marked, "Associate Personnel Analyst Examination" and may be submitted by either of the two options described below:

By mail to: Department of Motor Vehicles Selection Services Unit Associate Personnel Analyst Exam P.O. Box 932315 Sacramento, CA 94232-3150	OR	In person to: Department of Motor Vehicles Human Resources Branch 2570 - 24th Street 1st Floor Lobby - Examination Drop Box Sacramento, CA 95818
--	-----------	---

All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in question 2 on the "Application for Examination". You will be contacted about specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE:** All applicants must meet the education and/or experience requirements for this examination by the *final file date*.

Exception: Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

Either I

One year of experience performing the duties of a Staff Services Analyst, Range C. (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

Or II

Experience: Either

- Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; **OR**
- Three years of progressively responsible technical experience in administrative or budget analysis, socio-economic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, Range C.)

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of pertinent experience and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)

See reverse side for additional information.

DEFINITION OF TERMS	<p>“Performing the duties of ...” To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment, or TAU to the class) specified.</p> <p>“Duties comparable in level of responsibility to ...” For this requirement, the applicant must have State service experience of appropriate type and length in a class at substantially the same (or a higher) level of responsibility as the class specified.</p>
POSITION DESCRIPTION AND LOCATION	<p>The Associate Personnel Analyst, under general direction, performs the more responsible, varied and complex technical and analytical work of the State personnel management program; advises and assists departmental managers and supervisors on personnel-related issues. May act as leadperson for other personnel staff and do other related work.</p> <p>Positions exist in Sacramento only. Interviews will be conducted in Sacramento only.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a Qualifications Appraisal Interview, weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained in the interview.</p>
EXAM SCOPE	<p>QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%</p> <p>The Qualifications Appraisal Panel will assess each competitor’s knowledge and abilities in some or all of the areas listed below:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Applying principles and practices of public personnel management.2. Classification and pay principles used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys.3. Techniques of employee recruitment.4. Employee relations and performance evaluation.5. Test construction and sources of test materials.6. Principles, practices and trends of public administration, organization and management. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Perform research in various personnel fields.2. Interpret and apply laws, rules, standards and procedures.3. Develop and administer training programs.4. Analyze and solve difficult technical personnel problems.5. Appraise qualifications of applicants and interview effectively.6. Maintain the confidence and cooperation of others.7. Analyze data and present ideas and information effectively.8. Train and supervise subordinates.9. Assume and demonstrate independent responsibility for decisions and actions having broad implication on various aspects of personnel management.
ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established for the Department of Motor Vehicles. Candidates may only be tested once in a 12-month period. This 12-month period begins from the effective date of the eligible list. Names of successful competitors are merged onto the eligible list in order of final scores. Names will remain on the list for a period of 12 months.</p>
VETERANS AND CAREER CREDITS	<p>Veterans' preference points and career credits are not granted in promotional examinations.</p>

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit at (916) 657-7713, three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error; the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front of the bulletin.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non disability retirement or removal for cause.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Promotional Examination Eligibility for Veterans: Effective January 1, 2009, Government Code §18991 is enacted which permits persons retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, to apply for promotional state civil service examinations, for which he/she meets the minimum qualifications.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
California Relay Telephone Service for the deaf or hearing impaired
from TDD Phones: 1-800-735-2929
from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.